

## Safe Drinking Water Loan Program (SDWLP) Financial Assistance Application

Form 8700-262 (R 3/05)

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Leave Blank - DNR Use

Postmark Date

**Notice:** This form is authorized by s. 281.61, Wis. Stats. Submitting a completed form and all applicable items on the Checklist below to the Department is mandatory for all applicants seeking financial assistance from the SDWLP. Failure to submit a complete application to the Department may be grounds for denial of the application by the SDWLP.

Personally identifiable information provided on this form will be used to determine eligibility for SDWLP assistance, and may be used for SDWLP newsletter and reference guide mailing lists and may be made available upon request under Wisconsin's Open Records laws (ss. 19.32-19.39, Wis. Stats.) and requirements.

Municipality Name	SDWLP Project No.
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**The SDWLP requires Engineering Report or other plan approval by the DNR Bureau of Drinking Water and Groundwater on or before the April 30 application deadline. Are the following categories included in your project? Indicate "Yes" for each category included in your project. Provide DNR approval number(s) and a copy of the approval letter(s).**

Source Rehabilitation or Creation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	W - _____ - _____
Source Water Treatment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	W - _____ - _____
Transmission or Distribution	<input type="checkbox"/> Yes	<input type="checkbox"/> No	W - _____ - _____
Storage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	W - _____ - _____
Other Needs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	W - _____ - _____

**The SDWLP requires approvable Plans and Specifications for the project to be submitted to DNR on or before the April 30 application deadline. Provide the submittal date of each item:**

Submittal Date	Required Items	Submit to:
____/____/____	<b>3 copies</b> each of: approvable and biddable Project Plans and Specifications, Project Design Reports, and Project Checksheets	Wisconsin Department of Natural Resources Bureau of Drinking Water and Groundwater 101 S. Webster St., P.O. Box 7921 Madison, WI 53707-7921 Attn: Mr. Lee Boushon, DG/2
____/____/____	<b>1</b> Cover Letter	

### Checklist

**This checklist is part of the Application form. Submit this page along with all other parts of the Application.**

A complete SDWLP Financial Assistance Application includes all applicable items on the following list.

**Are the following items included as part of this Application?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No		SDWLP application form - 2 copies
<input type="checkbox"/> Yes	<input type="checkbox"/> No		All pertinent approvable and biddable Project Plans and Specifications - 1 copy
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Executed contract with architectural/engineering (A/E) firm for engineering report, if costs requested
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Executed contract for test well services, if costs requested.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Executed contract with A/E firm for design, if costs requested
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Proposed or executed contract with A/E firm for construction management, if costs requested
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Reimbursement Resolution, a.k.a. Declaration of Intent (see Part I)
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Authorized representative resolution (see Part I)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Proposed or executed intermunicipal agreement (see Part IV)
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Municipality's current year budget with budget year-to-date information (see Part V)
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Current year water utility system budget (see Part V)
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Municipality's financial audit reports for last 3 years (see Part V)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Principal and interest payment schedule for each outstanding bond issue for next 5 years (see Part V)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Latest official statements for publicly issued bonds/notes and bond authorizing resolutions (see Part V)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Table of overlapping or underlying debt (see Part V)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Proposed user charge system, if non-psc regulated - 2 copies (see Part V)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Contracts with system users - 2 copies (see Part V)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	IRS tax related attachments (see Part VI)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Debt instrument to be refinanced (see Part VII)

Did you check No for any of the above items? If so, provide a reason and/or a date by which you plan to submit the item(s).

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**Plan and Specifications Approval(s)**

Plan and Specifications approval(s) by DNR is required prior to preparation of the SDWLP Financial Assistance Agreement (FAA). Before modifying previously submitted Plans and Specifications, contact Jim Witthuhn at (608) 267-9659 or james.witthuhn@dnr.state.wi.us.

**Additional Required Submittals - This checklist is part of the application. Keep a copy to track your submittals to the SDWLP.**

At least 2 months prior to preparation of the SDWLP FAA, the following information must be submitted to and reviewed by the appropriate parties. Supply as many target and actual submittal dates as are available; work with your SDWLP project manager to establish dates.

Required Items - All Projects (Submit to Bureau of Community Financial Assistance, unless indicated otherwise)	N/A or ✓	Target Submittal Date	Actual Submittal Date
1. Bidding documentation for each prime contract			
a. proposal of the successful bidder			
b. bid tabulation			
c. engineer's recommendation based on bid evaluation			
d. legal opinion of statutory compliance, if contract awarded to other than the low bidder			
e. addenda to plans and specifications			
f. evidence of bid advertisement			
g. a copy of the bid bond			
h. evidence of a resolution awarding the construction contract			
i. a copy of the executed construction contract (2 copies)			
j. construction start date and expected substantial and final completion dates			
k. MBE/WBE/SBRA Good Faith Certification (Form 8700-294)			
l. MBE/WBE/SBRA Contacts Worksheet (Form 8700-294A or other format)			
1) MBE Self Certification (Form 8700-295), if utilizing MBEs not certified by an agency			
2) WBE Self Certification (Form 8700-296), if utilizing WBEs not certified by an agency			
2. Legal opinion on land ownership and acquisition of easements and right of ways			
3. Request for Disbursement (Form 8700-215) and supporting invoices			
4. Draft legal documents related to the authorization and issuance of bonds (typically submitted by bond counsel)			
5. Pre-award Compliance Review Report (EPA Form 4700-4)			
6. Federal Equivalency Projects Assurances and Certification (Form 8700-201)			
<b>Other Required Items - Only if applicable to your project</b> (Submit to Bureau of Community Financial Assistance unless indicated otherwise)	<b>N/A or ✓</b>	<b>Target Submittal Date</b>	<b>Actual Submittal Date</b>
7. Proof of user charge adoption, if non-PSC regulated			
8. Application to increase water rates (submit to PSC no later than September 15th)			
9. Proof of PSC water rate approval (must be approved and issued by PSC by March 15th)			
10. Executed contract with A/E firm for construction management, if costs requested			
11. Force Account Certification (Form 8700-245), if costs requested (Part II)			
12. Executed intermunicipal agreement (Part IV)			
13. Copy of title or deed for land purchased for the project, if land purchase costs requested			
14. Statement of payoff amount, if refinancing a portion of or an entire debt			

## Part I

**Applicant Information**

Provide the SDWLP project number as it appears on the Project Priority List. Indicate the legal name of the municipality which will undertake the project and its authorized representative. Provide the names and other pertinent information for all the professional services applicable to your project.

**NOTE:** Bond Counsel is required to prepare the bond documents and the bond transcript for the loan on this project. Evidence of qualifications, experience and liability insurance coverage may be required by the SDWLP to demonstrate the acceptability of the counsel.

Municipality		County(ies)		SDWLP Project No.	
Clerk or Secretary Name			Title		
<b>Authorized Representative</b>			<b>Main Municipal Contact*</b>		
Name			Name		
Title			Title		
Street Address			Street Address		
City, State, Zip Code + 4			City, State, Zip Code + 4		
Phone No. (    )	FAX (    )	Phone No. (    )	FAX (    )		
E-mail Address			E-mail Address		
<b>Consulting Engineer</b>			<b>Bond Counsel (Attorney that does debt issues)**</b>		
Firm			Firm		
Contact Name			Attorney Name		
Street Address			Street Address		
City, State, Zip Code + 4			City, State, Zip Code + 4		
Phone No. (    )	FAX (    )	Phone No. (    )	FAX (    )		
E-mail Address			E-mail Address		
<b>Municipal Attorney</b>			<b>Financial Advisor</b>		
Firm			Firm		
Attorney Name			Financial Advisor Name		
Street Address			Street Address		
City, State, Zip Code + 4			City, State, Zip Code + 4		
Phone No. (    )	FAX (    )	Phone No. (    )	FAX (    )		
E-mail Address			E-mail Address		

\* Should be someone familiar with the project and available on a daily basis.

\*\* Bond Counsel must be able to issue legal documents on the Municipal Obligations, i.e.; Legal Opinion, Authorizing Resolution, No Arbitrage, Closing Certificate, etc.

**Project Information**

Detailed Project Description (List major portions of the project)

List other municipalities served by the project.   	Construction Start Date	<input type="checkbox"/> Estimated	<input type="checkbox"/> Actual
	Substantial Completion Date	<input type="checkbox"/> Estimated	<input type="checkbox"/> Actual
	Final Completion Date	<input type="checkbox"/> Estimated	<input type="checkbox"/> Actual

**Financial Assistance Requested**

Indicate all types of SDWLP financial assistance requested in this application. (Check all boxes that apply)

- ☐ Financing Project - You have not proceeded with construction and will use SDWLP funds as costs are incurred for this project.
- ☐ Reimbursement of Municipality's Internal Fund - You used **internal** funds to pay for costs for this project and would like SDWLP financing to reimburse your **internal** funds.
- ☐ Refinancing Outstanding Debt - You have already taken out a non-SDWLP debt to pay some or all of your project costs and would like SDWLP funding to refinance this debt. **Complete Part VII.**
- ☐ Refinancing Planned Future Debt - You plan to take out non-SDWLP debt to pay for construction costs; this debt will be refinanced with SDWLP financing when construction is complete or when the debt is callable. **Complete Part VII.**

**For Reimbursement of Municipality's General Fund (or other fund)**

Execution of a Reimbursement Resolution IS RECOMMENDED. If a Reimbursement Resolution is not executed, the SDWLP may not be able to reimburse all of the costs paid by the municipality.

Attach a copy of the Reimbursement Resolution or minutes from a municipal meeting that shows municipal intent to borrow at a future date in order to reimburse the general fund, or other fund, for project expenses paid by the municipality.

Estimated amount of reimbursement for project costs paid from municipal funds: \$

**Authorized Representative Certification**

To the best of my knowledge and belief, data provided in this application is true and correct. Furthermore, the applicant assures it possesses the legal authority to apply for SDWLP assistance and to finance and construct the proposed facilities. The person identified below acts as the authorized representative of the applicant to act in connection with the application and to provide such additional information as may be required. **Attached is a copy of the Authorized Representative Resolution.**

Printed or Typed Name of Representative	Title
Signature of Representative	Date Signed

**Part II****Instructions: Project Budget Sheet**

Project Budget Sheet contains four (4) columns:

**Column A - Total Project Costs**

Include ALL costs related to this project regardless of the funding source. Also include costs of the project which the applicant identifies as ineligible for SDWLP financial assistance as noted in directions for Column B.

**Column B - Ineligible Costs**

Identify and provide a brief narrative of project costs ineligible for SDWLP financial assistance (e.g., laterals to houses and segments of the water system exclusively serving future development).

**Column C - Eligible Costs Paid By Other Funding Sources**

Provide project costs which the applicant anticipates funding with other sources (e.g., municipal funds, Rural Development, WI Department of Commerce), and identify the funding sources at the bottom of the Project Budget Sheet.

**Column D - SDWLP Costs Requested**

Complete this column if the requested SDWLP costs are different from the Total Project Costs. If Column D is different from Column A, complete Columns B and C.

**The Project Budget Sheet contains 10 budget line items. The detailed costs under each line item must equal the amount on the shaded Total line. Enter the total in the shaded area for each line item.**

**Budget  
Line****Instructions**

1. Force Account is the work a municipality performs using its own employees and/or equipment. If Force Account work is anticipated, list the type of work to be completed and the cost on Force Account Certification Form No. 8700-245. Costs not eligible for Force Account are costs associated with elected officials or on-staff attorneys, computers, land, easements or legal fees.
2. Interim financing is a debt to temporarily finance a project. Include costs incurred or to be incurred prior to SDWLP loan closing.
3. Indicate contract costs of the engineering report. **Executed** A/E agreement(s) must be attached for costs listed on this line. Costs outside the scope of the contract(s) should be included on line 9, Miscellaneous Costs.
4. Indicate contract costs of the plans and specifications. **Executed** A/E agreement(s) must be attached for costs listed on this line. Costs outside the scope of the contract(s) should be included on line 9, Miscellaneous Costs.
5. Include costs associated with land/easements needed for this project.
6. Indicate all other contracted engineering/construction management costs for this project. **Executed** contract(s) must be submitted for all costs on this line prior to issuing the FAA.
7. Indicate all construction and equipment costs included in the plans and specifications. **Executed** construction contract(s) must be submitted for all costs prior to issuing the FAA.
8. This amount should equal 10% of the amount requested in Line 7. DNR will adjust the contingency amount prior to issuing the FAA.
9. Indicate project costs that are outside the scope of the engineering or construction contracts. Non-contract costs include computers, materials, supplies and bid advertising. For new community water system projects, if the application is claiming capitalization of interest on the SDWLP loan, include an estimated amount of this capitalized interest.
10. Include costs necessary for closing on the SDWLP loan.
11. ADD LINES 1-10 FOR EACH COLUMN TO GET THE TOTAL COSTS.

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### Project Budget Sheet - Total required for each line item (omit cents) - See Page 5 for Instructions

	A Total Project Costs	B Ineligible Costs*	C Eligible Costs Paid By Other Funding Sources**	D SDWLP Costs Requested
<b>1. Force Account Work #1 Total</b>	\$	\$	\$	\$
<b>2. Interim Financing</b>				
a. Net Interest Expense				
b. Legal/Bond Counsel/Underwriter				
c. Financial Advisor				
<b>#2 Total</b>	\$	\$	\$	\$
<b>3. Engineering Report Preparation #3 Total</b>	\$	\$	\$	\$
<b>4. Plans/Specifications Preparation #4 Total</b>	\$	\$	\$	\$
<b>5. Land or Easement Acquisition</b>				
a. Purchase Price				
b. Legal/Appraisal Costs				
c. Relocation Expenses				
<b>#5 Total</b>	\$	\$	\$	\$
<b>6. Engineering/Construction Management</b>				
a. Test Well Services				
b.				
c.				
d.				
e.				
<b>#6 Total</b>	\$	\$	\$	\$
<b>7. Construction/Equipment #7 Total</b>	\$	\$	\$	\$
<b>8. Contingencies</b> (enter 10% of line 7; DNR will adjust contingency amount)				
<b>#8 Total</b>	\$	\$	\$	\$
<b>9. Miscellaneous Costs</b>				
a. Administrative Expenses				
b. Archaeological Survey				
c. Removal/Relocation of Utilities				
d.				
e.				
f.				
<b>#9 Total</b>	\$	\$	\$	\$
<b>10. SDWLP Closing Costs</b>				
a. Legal/Bond Counsel				
b. Financial Advisor				
<b>#10 Total</b>	\$	\$	\$	\$
<b>11. Total Project Costs TOTAL</b>	\$	\$	\$	\$

\*Provide a brief description and source of funds for any cost that is ineligible for SDWLP funding.

\*\*Name the other funding sources.

Refer to this worksheet when preparing all "Request for Loan Disbursement" forms. Line item requests should not exceed the total indicated on this budget sheet, unless a change has been made and is reflected in the FAA.

**Part III**

**Project Cost Categories**

Separate the project costs into U. S. EPA Needs Categories. The Total Project Costs on this page must equal the Total Project Costs on line 11, Column A, of the Project Budget Sheet in Part II.

**U. S. EPA Needs Categories**

Source Rehabilitation or Creation	\$ <input type="text"/>
Land Acquisition	<input type="text"/>
Source Water Treatment	<input type="text"/>
Transmission or Distribution	<input type="text"/>
Storage	<input type="text"/>
Other Needs	<input type="text"/>
Purchase of system/capacity restructuring	<input type="text"/>
<b>Total Project Costs</b>	\$ <input type="text"/>

What is the source of cost estimates provided in the categories above? Examples of sources include engineering reports, costs from plans and specifications, bidding documents if construction has been bid, or actual invoices for work completed.

**Part IV**

**Intermunicipal Agreement Information**

1. Will your municipality's water be obtained from facilities of another municipality?

☐ Yes ☐ No

2. Will another municipality obtain water from your facility?

☐ Yes ☐ No

If you answered "Yes" to either of the above two questions, you must submit an intermunicipal agreement. If the intermunicipal agreement sent with the application is not yet executed, you must submit an executed copy of it prior to preparation of the FAA.

**In your intermunicipal agreement you must:**

- ✓ Identify ownership for each individual portion of the water system.
- ✓ Establish the term of agreement. Must be at least as long as the life of the SDWLP loan, preferably in perpetuity.
- ✓ Demonstrate the basis for generating revenue for operation, maintenance, depreciation and tax equivalent costs based on actual use, and indicate who is responsible for paying charges.
- ✓ Indicate the method for generating revenue for capital costs and who is responsible for payment.
- ✓ Indicate that the owner of the regional facility shall provide the applicant's water.
- ✓ Require each entity to adopt a user fee system and water use ordinance, if applicable.

## Part V

## Financial Information

1. Checklist of documents to submit as part of this application (1 copy of each of the following must be sent with this application.)

- A. Municipality's current year budget with year-to-date information.
- B. Current year water system budget.
- C. The last 3 years of financial audit reports (or internal financial statements for your municipality if no audit was done)

Audit Year	Audit Report ("A") or Financial Statement ("FS")? (Enter "A" or "FS")

- D. A schedule of the principal and interest payments for each outstanding bond issue of the municipality for the next 5 years. Include all outstanding general obligation and revenue bond issues; note which issues are water system related.
- E. Latest official statement (prospectus) if the municipality has publicly issued bonds/notes and the bond authorizing resolution for most recent water system bond.
- F. Proposed user charge system (non-PSC regulated applicants only).
- G. Any special financial or user charge contracts with system users.

2. Pledge of Security for the SDWLP Loan.

Which type of pledge or combination of pledges will your municipality use as security for a SDWLP loan?

Check the appropriate box(es).

- ☐ A. REVENUE PLEDGE. This requires municipal issuance of a tax-exempt revenue obligation at the time of SDWLP loan closing. The municipality pledges revenues from its water system as the primary security for the SDWLP loan.
- ☐ B. GENERAL OBLIGATION PLEDGE. This requires issuance of a tax-exempt general obligation at the time of SDWLP loan closing. The municipality pledges property taxes as the primary security for the SDWLP loan.
- ☐ C. REVENUE AND SPECIAL ASSESSMENTS PLEDGE. This requires issuance of a tax-exempt revenue obligation at the time of SDWLP loan closing. The municipality pledges revenues from its water system and revenues collected via special assessments as security for the SDWLP loan.

Municipality's Special Assessment Public Hearing Date
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Note: Projects financed with special assessments will normally be structured as a revenue bond ("C" above) with the special assessments and other water system revenues pledged for repayment of the revenue bond.

3. Debt Information

- A. If the proposed pledge of security for a SDWLP loan is subordinate to any other outstanding revenue bond, identify the debt obligation, series, debt coverage percentage, and when it was issued, and enclose a copy of the municipal bond authorizing resolution.

Issue Amount	Series	Date of Issue	Debt Coverage Requirement

- B. If your municipality currently has a water system revenue bond or general obligation rating, please describe below (include rating, rating company, and date of rating):



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C. Has your municipality ever defaulted on any of its loans or debt obligations?

☐ Yes ☐ No If yes, please provide details.

D. Prepare and submit a table of overlapping or underlying debt for the municipality's jurisdiction. (Not necessary if included in official statement requested in section 1E.)

E. What is your municipality's current amount of water revenue bonds and general obligation bonds/notes outstanding?

General Obligations	Water Revenue Bonds
\$	\$

F. Indicate any other water system bonds authorized, but unissued. List the amount, give a description of their purpose, and schedule for issuance.

Amount	Purpose
\$	

**4. Additional Water System Capital Improvement Plans**

Does your municipality anticipate any future (up to 10 years) water system projects other than the proposed project now being funded? ☐ Yes ☐ No If yes, please complete.

Year	Amount	Purpose
20	\$	
20	\$	
20	\$	

**5. General Municipal Information**

A. List your municipality's five largest property tax payers.

		Year Property Valuation Established :
Property Tax Payer	Equalized Valuation	Business or Property Type
	\$	
	\$	
	\$	
	\$	
	\$	

B. Indicate your municipality's three-year assessed valuation trend. For any year which shows a large increase or decrease (plus or minus 8%), provide a brief description of why this large change (increase or decrease) occurred. Note with an asterisk (\*) any year that a revaluation occurred.

Year Valuation Established	Valuation Amount (with TIF Districts)
	\$
	\$
	\$

Description:

- C. List the 10 largest employers in the municipality or the community trade area which have a significant impact on your municipality.

Employer	Number of Employees	Type of Business

- D. For Sanitary Districts and Public Inland Lake Protection and Rehabilitation Districts:

What is the current population of the district?	Year
Is this figure an actual count or estimate?	When was the district formed?

6. Legal Information

- A. Is there any litigation or threatened litigation or factors known which may substantially affect the operation of the municipality or utility in the future?

☐ Yes ☐ No

If yes, please provide background information regarding the litigation or factors and the current status.

- B. Are there unfunded retirement or pension liabilities?

☐ Yes ☐ No

If yes, please provide the amount of liability for each:

Retirement Liabilities	Pension Liabilities
\$	\$

Is this information contained in your audited financial statements?

☐ Yes ☐ No

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Number of Units	Number of Employees
-----------------	---------------------

Expiration of Each Contract (month/year)	Unit Name

Year	
------	--

User Category	Proposed Number of Users	Annual Aggregate User Charges (e.g., flat fee and volume)	% of Total
Residential**		\$	
Commercial			
Industrial/Commercial			
Public Authorities			
Other Water System Users			
Other Users			
<b>Totals</b>		\$	100%

B. List the largest users of the water system (those greater than 2% of system revenues). **Attach any financial or special use contracts you have with any users.**

[illegible]

## 8. Water System Profile

## A. Water System Revenue History for the Last Three Fiscal Years

Year	Amount Billed (12 months total)	Amount 30 Days or More Delinquent at Year End
	\$	\$
	\$	\$
	\$	\$

B. What is the **current** ANNUAL amount that the typical **residential** user pays for water service?

 \$

C. Are there any rate increases being considered to accommodate this project?

☐ Yes ☐ No

If yes,

1) Indicate rate application submission date to PSC.

Date: ☐ Estimated ☐ Actual

2) What is the expected effective date of the new rates?

Date: ☐ Estimated ☐ Actual

What is the **projected** ANNUAL amount that the typical **residential** customer will pay for water service after this project is completed?

 \$

D. Indicate the billing frequency of the water system: ☐ Monthly ☐ Quarterly ☐ Semi-annually ☐ Other

E. Complete the projection of revenues and expenditures of the water system over the next 4 years. This projection outline appears on the next 2 pages.

## Notes Regarding Loan Payment Estimate:

- 1) For the "Projected SDWLP Loan Payment" estimate, contact DNR to obtain the current loan program interest rates. You may want to round this interest rate up in order to allow some cushion in case the program interest rates change prior to the loan closing.
- 2) The loan term may not exceed 20 years from the date of the loan closing and must end on a May 1st principal payment date. Accordingly, if the loan is for 20 years but there is 1+ years of construction before the principal payments start, then the loan will be amortized over 19 years (i.e., 19 principal payments) rather than 20 years. In calculating your estimated loan payment, you will need to consider the length of the project construction period in order to determine the number of years remaining to amortize the loan since this affects the size of the loan payment.

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**Four Year Revenue and Expenditure Projection (Omit Cents)**

	Year 1: 20____	Year 2: 20____	Year 3: 20____	Year 4: 20____
<b>Water System Revenues</b>				
User Fees	\$	\$	\$	\$
Hook-up Fees				
Impact Fees				
Special Assessments				
Interest Income				
Property Tax Revenue				
Other Revenue (identify) (Land rentals, sludge disposal, etc.)				
Other				
<b>(A) Total Projected Revenues</b>	\$	\$	\$	\$
<b>Water System Expenses</b>				
Operation and Maintenance Costs (Complete page 14)	\$	\$	\$	\$
Depreciation				
Tax and Tax Equivalent				
Other Expenses (identify)				
<b>(B) Total Projected Expenses</b>	\$	\$	\$	\$
<b>(C) Net Revenues Before Debt Service</b> (A) Minus (B)	\$	\$	\$	\$
<b>Water System Debt Service</b>				
Current Debt Service Payments (Annual Principal and Interest)	\$	\$	\$	\$
Projected new SDWLP Loan Payment (Annual Principal and Interest)				
<b>(D) Total Projected Debt Service</b>	\$	\$	\$	\$
<b>Projected Surplus Revenue (Deficit)</b> (C) minus (D)	\$	\$	\$	\$
<b>Debt Coverage Ratio</b>				
<b>(E) = Line (C) + Depreciation + Tax Equivalent</b> from section above. <b>RATIO = E ÷ D</b>				
	%	%	%	%

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**Operation and Maintenance (O&M) Costs**

<b>Complete Applicable Sections</b>	Year 1: 20____	Year 2: 20____	Year 3: 20____	Year 4: 20____
-------------------------------------	----------------	----------------	----------------	----------------

**Administrative Costs**

Meter Reading				
Salaries and Fringes				
Office Supplies				
Legal				
Audit				
Engineering				
Utilities				
Other (specify)				

**Transmission/Distribution/Storage Cost**

Labor				
Fringe Benefits				
Power				
Transmission Maintenance				
Distribution Maintenance				
Storage Maintenance				
Transportation Expenses				
Other (specify)				

**Water Treatment Plant**

Labor and Fringe Benefits				
Power				
Fuel				
Lab Expenses				
Chemicals				
Insurance				
O&M Supplies				
Transportation Expenses				
Industrial Monitoring				
Building and Grounds Maintenance				
Depreciation (if funded)				
Regulatory Fees				
Other (specify)				
<b>Total O&amp;M Costs</b>				

## Part VI

## IRS Tax Related Information

ALL SDWLP loan applicants must answer the following questions regarding the Project for which this application is submitted. Due to federal law, this information is needed before a loan can be made to finance the Project. Questions on this section should be directed to: Department of Administration, (608) 267-1836.

Please check "Yes" or "No" for each of the following questions. "Governmental Units" as used below does not include the federal government or any instrumentality thereof or any non-profit tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

- ☐ Yes ☐ No 1. Will any portion of the Project be used for anything other than the water system? **If yes, attach a description of the other use.**
- ☐ Yes ☐ No 2. Will any portion of the Project be owned by, leased or sold to any person or entity other than a governmental unit? **If yes, attach a description of the planned lease or sale.**
- ☐ Yes ☐ No 3. Will any portion of the Project be managed (pursuant to a management contract or an incentive pay contract) by any person or entity other than a governmental unit? **If yes, include a copy of the operating or management contract.**
- ☐ Yes ☐ No 4. Will any portion of the Project be used for research or testing pursuant to an agreement with private industry? **If yes, attach a copy of the agreement.**
- ☐ Yes ☐ No 5. Will any person, other than a governmental unit, have a priority right to water or other use of the facility through any procedure or contract (other than one permitting bulk discounts to large users) which gives preference to that customer over any other? **If yes, attach the following:**
- a. Customer name**  
**b. Percent of annual system revenues that they pay**  
**c. Description of special contractual arrangements**
- ☐ Yes ☐ No 6. Will your municipality be lending any of the SDWLP loan proceeds to other persons or entities? **If yes, attach a description of the loan program.**
- ☐ Yes ☐ No 7. Will less than 75 percent of the SDWLP loan proceeds be applied to the payment of construction and construction related costs for this project? (For example, more than 25 percent of the loan proceeds used for the acquisition of land, project equipment, and expenses related to these acquisitions.)
- If yes, provide construction percentage: \_\_\_\_\_**
- ☐ Yes ☐ No 8. Will any portion of the proceeds of the SDWLP loan be used to reimburse your municipality for project costs paid or incurred to date? **If yes, you must complete PART I, Page 4 of this application.**
- ☐ Yes ☐ No 9. Will any portion of this SDWLP loan be used to refinance outstanding tax-exempt indebtedness with respect to this Project? **If yes, you must complete PART VII - #1 and #2 of this application.**
- ☐ Yes ☐ No 10. Does your municipality have water rates that only apply to a single business that are not available to other businesses in the same user class?

Footnotes, Comments or Clarifications by Municipality

Part VI of the application was completed by:

Print Name:

Phone No.

( )

## Part VII

**Refinancing Transactions**

The following section must be completed **if** SDWLP loan proceeds will be used to refinance municipal debt issues for water system expenses related to this SDWLP project.

1. For Refinancing of Existing Municipal Water System Debt

Complete the following summary for the debt issues to be refinanced (all or in part) with SDWLP financial assistance.

	Debt #1	Debt #2	Debt #3
Total amount of interim debt	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Amount of interim debt eligible for SDWLP funding	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Amount that has been received as of this date by the municipality to pay eligible project costs	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Amount that has been received as of this date by the municipality and is currently being invested	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**Enclose a copy** of the OFFICIAL STATEMENTS OR PROMISSORY NOTES covering all outstanding debt issues to be refinanced. If an Official Statement is not available, then provide the following for each debt issue (note/bond). Most of the following information should be available in the bank note, promissory note, or other debt instrument that the municipality signed:

Original Issue Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interest Rate	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
Payment Dates (Principal)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Payment Dates (Interest)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Call Dates	<input type="text"/>	<input type="text"/>	<input type="text"/>
Notice Required for Call	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maturity Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prepayment Penalty/Premium	<input type="text"/>	<input type="text"/>	<input type="text"/>

Copy of Municipal Borrowing Resolution

Submitted: ☐ Y ☐ N Submitted: ☐ Y ☐ N Submitted: ☐ Y ☐ N

(The amount of interest and debt issuance costs to be refinanced are detailed on the budget sheet. See Part II of this application.)



2. For Refinancing of Future Water System Debt Issues

Estimated amount of debt to be issued:

\$

Source of Debt (e.g., bank name, financial advisor)

Use of Debt Proceeds

Call Date(s) for Proposed Debt

Maturity Date of Proposed Debt

Municipal Comments, Footnotes, or Clarifications

Part VII of the application was completed by:

Print Name:

Phone No.

( )

**Notify the DNR Project Manager of any material changes in the above information so that they are considered in structuring the SDWLP loan. Actual year-to-date refinance figures (accrued interest plus debt issuance costs plus principal amounts drawn by the municipality less interest earned on unspent funds) must be provided to the Bureau of Community Financial Assistance for preparation of the FAA.**